



Registration Guide

There are two different ways to register as an educator with the Learning Connection.

1. The first way is to register as an educator without a registration code. If you selected a school during the registration process, then the Administrator for Learning Connection for your Corporation/School will be able to approve your account.
2. The second way is to obtain a registration code from your Administrator for Learning Connection. Using this process, your Administrator will not need to approve your account.

Regardless of the process you follow above, once you have a Learning Connection account you will not need another account. Your Learning Connection account can be used throughout Indiana during the course of your educational career and can be joined with the schools in which you work.

Registering without a Registration Code

1. Go to <http://learningconnection.doe.in.gov>.
2. Register for an account by clicking on the register button.
3. Choose that you are an educator and answer, “No” to the question about the registration code
4. Click “Continue” and complete the registration. Note: Please make sure to type your email address correctly and enter your correct Date of Birth and SSN. This will be used to confirm your identity later.
5. Check your e-mail inbox for a confirmation message from the Learning Connection. (If this doesn’t show up within 10 minutes of registration, check your spam filters or junk mail folder.)
6. Click the link in the e-mail to complete the registration process.
7. Accept the terms of use agreement; then you can log in.

Registering with a Registration Code

1. You will receive a 10-digit code to register from your local Administrator for Learning Connection.
2. Go to <http://learningconnection.doe.in.gov>.
3. Register for an account by clicking on the register button.
4. Choose that you are an educator and answer, “YES” to the question about the registration code
5. Enter the 10 digit registration code provided by your school and click “Continue”.
6. Complete the registration. Note: Please make sure to type your email address correctly and enter your correct Date of Birth and SSN.
7. Check your e-mail inbox for a confirmation message from the Learning Connection. (If this doesn’t show up within 10 minutes of registration, check your spam filters or junk mail folder.)
8. Click the link in the e-mail to complete the registration process.
9. Accept the terms of use agreement; then you can log in.



Frequently Asked Questions about Registration

Who is my local administrator?

A complete list of persons who are administering the system can be found by clicking on the “Support” area from the homepage of Learning Connection (<https://learningconnection.doe.in.gov>).

I registered as an educator with a registration code. The system gave me an error that said, “Either your DOB or SSN are incorrect. Please contact your local administrator.” What is this all about?

If you receive this error, please contact your local learning connection administrator. The person who submits the state reports for the corporation or school will need to change this information within the STN Application center on what is called your School Personnel Number (SPN). The day after this is completed; you can re-register for your account on Learning Connection.

When I registered, I did not request access to a school in which I work. OR I need to request access to a different school because I have changed positions OR I am an educator at multiple schools. How can I request access in any of these circumstances?

- Login to your existing account
 - Click on Contacts & Communities→ My Communities
 - Click the link, “Find a Community” (top right)
 - Choose the radio button “School” for community type
 - Enter part of the name of your school within the “Keyword” text field (Note: Less text is better as many names are abbreviated)
 - Click “Search”
 - The name of your school will appear within the search results
 - Next to the name of your school, click the “Join this Community” link
- (Now, the local administrator will be able to accept/deny your request for access.)

I am using the ISTAR or ISTAR-KR program. Is my special education director or co-op director the person who can assist me with my account?

This is usually not the same person. You may have an LC Administrator who can assist you with accounts, as well as a person who has ISTAR Administration permissions, who can assign students to your caseload.

I completed the registration process, yet I did not receive the activation email. What should I do?

Add the email address, learningconnection@doe.in.gov, to your safe senders list. You can also send an email directly to this address, which will often open up the lines of communication. You might need to contact local tech support for assistance.

When I login, I receive a message that says, “Thank you for registering with the Learning Connection. Before you can login, you need to activate your account. Instructions to activate the account were sent to your email from learningconnection@doe.in.gov. If you did not receive this email, [click here](#) to have another email sent to you. If you still don’t receive the message, you may need to un-block this address with assistance from your email provider or local technical assistance.”

What should I do? Make sure that the email address, learningconnection@doe.in.gov, is added to your safe senders list. Then click the “click here” link to resend the activation email.



I registered for an account without a Registration Code. Then, my administrator gave me a registration code. What should I do?

Because you already have an account, you should not register for another account. Let your administrator know that you already have an account and s/he will be able to approve your account's membership to the school.

I am not an "educator". My role is that of a school nurse, social worker, or other staff member. I would like to participate in communities. How do I do that?

Staff are considered educators within the system. School employees that are invited to participate in communities within LC should register as educators. In the same way, superintendents and principals should also register as educators. Their accounts are later upgraded by the local corporation/school.

Do I need to enter my correct Date of Birth and the last 4 digits of my Social Security Number? How is this information used?

Yes. Your date of birth and the last 4 digits of your SSN are used by the system to help confirm your identity online. The information that you enter is compared to information stored on your School Personnel Number (SPN). The person who submits the state reports for your corporation/school manages this data. Online access and security to student data and student records is taken very seriously. Your information is only displayed to persons who are approving your account membership into schools.

Do I need to tag my account with my SPN Number?

No. Most educators won't ever know their SPN Number.

Every once in a while, when I login, the system prompts me to change my password. Why is this?

For security purposes, the system will prompt you to change your password when you login. This is a reminder to change your password only. If you like your existing password and wish to keep it, simply re-type the existing password as your new password.

My corporation/school does not yet have a person designated to be the local administrator of the Learning Connection. How do we get our first account?

The first account for each corporation is assigned by the IDOE. If you do not already have a local Learning Connection administrator, please fax us a signed letter, found here:

<http://pod.doe.in.gov/groups/learningconnectionhelp/wiki/6da05/attachments/5f66d/Corporation%20Administrator%20Letter.pdf>

Where can I find other frequently asked questions about Learning Connection?

Other frequently asked questions can be found online at <https://learningconnection.doe.in.gov/ArticleViewer.aspx?art=7>